



USAID
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EL SALVADOR

SOLICITATION NUMBER: 72051921R10001
ISSUANCE DATE: October 8, 2020
CLOSING DATE/TIME: October 22, 2020/24hrs.

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN/PSC - Local Compensation Plan)**

Position Title: Project Management Specialist

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Cicely Lewis
Contracting Officer

U.S. Agency for International Development
Mission to El Salvador
c/o American Embassy
Blvd. Y Urb. Santa Elena
Antiguo Cuscatlán, La Libertad
El Salvador, Centro América

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I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72051921R10001**
- 2. ISSUANCE DATE: October 8, 2020**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: October 22, 2020/24hrs.**
- 4. POINT OF CONTACT:** Executive Office
USAID / El Salvador
e-mail: ssvacancies@usaid.gov
- 5. POSITION TITLE: Project Management Specialist**
- 6. MARKET VALUE: \$ 33,748.00 - \$ 53,992.00** equivalent to **FSN-10**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in El Salvador. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** USAID expects the successful offeror to provide continuous services under a series of sequential contracts subject to availability of funds.
- 8. PLACE OF PERFORMANCE:** USAID/El Salvador with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** This position is open to **All Interested Offerors. ALL OFFERORS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**
 1. Current employees serving a probationary period are not eligible to apply.
 2. Current employees with unsatisfactory performance are not eligible to apply.
 3. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.
- 10. SECURITY LEVEL REQUIRED:** Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy's Regional Security Office.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

This position is located in the USAID/El Salvador Economic Growth and Education Office under the supervision of the Education Team Leader and/or his/her designee. The incumbent designs, implements, and manages a full range of workforce development activities including vocational training, life-skill improvement, and related job placement at both the secondary and post-secondary level and may require close coordination with tertiary institutions. This position should seek to coordinate with basic education-related activities.

The Specialist is responsible to: (1) manage economic development and education-related activities and verify that performance under awards is in compliance with the terms of the award and safeguard the interests of the United States in its contractual or assistance relationship; (2) identify and evaluate the needs, constraints, and opportunities to improve education and workforce development in El Salvador to increase employment; (3) lead the design of activities in compliance with USAID policies, bilateral and regional strategies and U.S foreign assistance objectives.

The position collaborates with other USAID and U.S. Government offices and external stakeholders. This includes the Government of El Salvador, non-profit organizations, international financial institutions, and the private sector. Frequent collaboration with high-ranking officials from the public and private sectors (e.g. ministers, vice-ministers, presidents of businesses associations, chief executive officers, general managers) is expected.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

2. Statement of Duties to be Performed

A. Implementation and Management of Activity/ies

70%

The incumbent manages economic development and education activities and verifies that performance under awards complies with the terms of the award and safeguards the interests of the United States in its contractual and/or assistance relationship. S/he provides expert technical advice in developing, planning, implementing, managing, monitoring, and reporting of activities in the economic development and education sector.

The incumbent serves as the Agreement or Contracting Officer Representative (A/COR) in a non-supervisory position. However, for activities implemented by contractors or grantees, the incumbent exercises supervision over chiefs of party and short-term consultants. S/he provides technical directions in conformance with the delegation of authority of the A/COR designation letter issued by the Regional Contracting Officer. S/he performs due diligence to avoid any potential implementation problems such as technical, administrative, or public relations, which could negatively affect results or USAID's image to the public or relationship with host country governments.

The incumbent serves as an official USAID representative on field and inspection visits to activity sites to measure and verify progress. S/he represents USAID in public ceremonies and delivers speeches as the subject matter expert to large and varied audiences that convey Agency policies. S/he frequently interacts and works jointly with officials of governments, other donors, regional organizations, the private sector, the press, and technical/educational institution representatives of El Salvador. Additionally, s/he must identify and coordinate with the appropriate Mission support offices.

The incumbent acts as the principal U.S. Government's Foreign Service National (FSN) lead advisor on workforce development and human capital issues as they relate to prioritized USG and GOES development strategies. The incumbent collaborates with Government of El Salvador (GOES) to design and implement policy reform, and fosters coordination with high-level GOES counterparts as well as the U.S. inter-agency. Additionally, the incumbent is required to represent USAID at external events such as high-level discussions, joint policy reviews, negotiation summits, and milestone formulation and evaluation with GOES.

B. Activity Planning and Development

30%

The incumbent identifies and evaluates the needs, constraints, and opportunities to improve education and workforce development in El Salvador to increase employment in key tradable sectors. S/he leads strategy formulation and program reviews for the relevant bilateral programs. This includes soliciting comments from other technical teams for consideration in program design and evaluations. S/he proposes technical justifications for new activities and recommends changes to ongoing activities. Her/his analyses and recommendations are given considerable weight when decisions are made. The incumbent provides thorough analysis assessing the employment needs of key economic sectors such as exports, internet communication technology, tourism, and light manufacturing.

The incumbent leads the design of workforce development/human capital activities in compliance with USAID policies, bilateral and regional strategies, and U.S foreign assistance objectives and serves on Mission teams overseeing development objectives and crosscutting issues. S/he provides substantive input in the planning of activities in other technical offices within USAID and outside USAID, such as the Millennium Challenge Corporation, the U.S. Department of Commerce, and the U.S. Department of Labor.

3. Supervisory Relationship and Supervisory Controls

- a. **Supervision Received:** This position is located in the USAID/El Salvador Economic Growth and Education Office under the supervision of the Education Team Leader and/or his/her designee. The incumbent exercises considerable latitude in carrying out the duties of the position and routinely is provided only broad guidance and direction. Accomplishments are evaluated primarily in terms of achievement of work and goal objectives set in the employee's annual work plan and performance evaluation report.
- b. **Supervision Exercised:** This is a non-supervisory position.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Bachelor's degree in Education, Economics, Business Administration, Public Administration, International Relations, International Development, or other related discipline is required.

b. Prior Work Experience: A minimum of five years of progressively responsible, professional-level experience in development assistance, workforce development and analysis, education, trade, enterprise development, and business. (this may be tested).

c. Language Proficiency Level IV (Fluent) speaking/reading of English and Spanish language is required. (this will be tested).

d. Job Knowledge: Understanding of El Salvador's economic development constraints and priorities, plus a demonstrated working knowledge of the principles of employment, human capital development, economic development, and business administration is required. The Specialist must demonstrate experience or education in learning/training methodologies such that s/he is able to provide substantive technical guidance and oversight of workforce development activities, connecting workforce development with education. The job holder must demonstrate experience in activity and program development, and knowledge of practices and procedures implementing development assistance mechanisms. (this may be tested).

e. Skills and Abilities: The Specialist must have a high level of expertise and ability to identify significant economic, political, and social trends in El Salvador and assess their importance and potential impacts on USAID development assistance objectives related to workforce development, education, and employment, and the ability to advise Mission management on GOES development and issues across a wide range of related topics, and their implications for USAID programs. Competence, experience, and maturity in dealing with government officials, the private sector, international donor partners, and non-governmental organizations in El Salvador is required. The Specialist must have the ability to obtain, analyze, and evaluate complex data and present it in meaningful terms to persuade decision-makers. Program design, budgeting, implementation, monitoring, and evaluation skills are essential. Strong written and oral communication skills are required, and s/he must be a demonstrated team player. S/he must have the ability to follow through on USAID project management issues and serve as point of contact for ECAM as well as other U.S. agency counterparts on workforce development and related issues. The specialist has the ability to quickly learn the dynamics of international initiatives, such as the Journey to Self-Reliance and how it relates to the dynamics of economic development. S/he must have relationship management, representational and customer service skills. S/he must show the ability to take initiative and lead multi-sector, multidisciplinary working groups, and teams. Computer literacy is essential, including competency in Google sheets and Documents, and in the entire Microsoft Office suite, particularly in the use of Microsoft PowerPoint and complex spreadsheet programs such as Microsoft Excel. (this may be tested).

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers

that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>

1. Offerors will be initially screened based on the extent to which the individual meets the minimum qualifications above.
2. A Technical Evaluation Committee (TEC) will review and evaluate the offers that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified offerors based on the following evaluation criteria:

Prior Work Experience (45%)

Job Knowledge (25%)

Skills and Abilities (30%)

3. The TEC will conduct interviews of the most highly rated offerors before making a selection recommendation to the Contracting Officer (CO). The interview will be one of the determining factors in the final selection.
4. Before a final offeror is selected for the position, the CO will direct the TEC or the Human Resources Division to perform professional reference checks and they will also be factored into the final selection.

Due to the volume of responses, individual acknowledgements regarding receipt of offers cannot be made. Only those offerors who are invited for an interview will be notified regarding the status of their offers.

IV. SUBMITTING AN OFFER

1. Interested offerors for this position must complete and submit the following form **or the offers will not be considered:**
 - **Application for US Federal Employment (DS-174 English version)**, which is available on our website <https://eforms.state.gov/Forms/ds174.pdf>.
2. Offerors must submit the DS-174 to: ssvacancies@usaid.gov and clearly reference the solicitation number and Position Title on all offeror submitted documents.
3. Offerors may submit any other documentation (e.g. cv, cover letter, essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the positions as listed above.
4. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 4.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Cooperating Country National (CCN) PSC is authorized benefits and allowances in accordance with AIDAR Appendix J and the LCP of the U.S. Mission in El Salvador.

VII. TAXES

Locally employed staff is required to follow Mission policy and local labor law as described in the LCP.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described by the illustrative table (no information required for offer submission):

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at ward after negotiations with contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>